Human Resource Consultant 3
Director's Office, Human Resources
Olympia, Washington

Monthly Salary: $3,484 - $4,460 (DOQ) (Range 54)

Closing Date: <u>Open until filled</u>

<u>Note</u>: The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. *Candidate evaluation will begin December 5, and will be ongoing.* **It will be to the applicant's advantage to submit materials as soon as possible.**

Mission & Vision
The Department of Licensing (DOL) is an agency that protects the public safety and welfare in all areas we license and regulate, and ensures the fair, timely and efficient collection of state revenue. We are surprisingly innovative, setting new standards of excellence in customer service, consumer protection and public safety. Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. The Department of Licensing is an organization invested in innovation and positive change. Our commitment to customers extends beyond delivering surprisingly innovative customer service to the community, but is also revealed through the agency's extensive leadership training programs and activities. The Department strives to create a working environment that encourages creative leadership, teamwork, and respects cultural and ethnic diversity. DOL is committed to equal opportunity employment and supports diversity in the workplace. We promote employee participation and recognition by our belief in **shared knowledge, shared success.** To learn more about our agency, please visit our website at: www.dol.wa.gov.

Principal Responsibilities
The Human Resource Consultant 3 is the Generalist Lead to Personnel/Payroll Operations staff and the senior level consultant to DOL staff. This position responds to complex human resource issues having broad potential impact and provides options and/or direction in regards to human resource policies/procedures and best practices.

The HRC 3 researches issues using agency policy, rules, laws, DOP staff, and other technical resources. Consult with managers, supervisors, and staff for personnel operations questions, Collective Bargaining Agreements and rule interpretations, and recruitment, hiring, classification, employee relations, and performance evaluation guidance.

This position will actively assist in leading the agency's transition to the new Human Resource Management System (HRMS) by attending technical training, attending project meetings, participating in establishing new business processes, and training agency staff on HRMS operations.

In addition to Generalist duties, the HRC 3 will conduct HR technical training, lead and/or complete HR special projects, provide consultation, participate on committees as necessary and other duties as assigned.

Knowledge, Skills, Abilities, & Qualifications
<u>Required:</u>
- One year of professional human resource experience in the following areas. (Experience in these specified areas may be gained concurrently):
  - ✓ personnel/payroll processing,
  - ✓ civil service rule and/or Collective Bargaining Agreement interpretation,
  - ✓ providing technical personnel assistance to supervisors, managers and employees.

- Demonstrated ability to maintain confidentiality.
- Willingness to develop and deliver training courses.
- Ability to effectively express ideas and information verbally and in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- Demonstrated organization and time management skills, and ability to prioritize workload.
- Demonstrated ability to build constructive working relationships and partner with others to promote organizational objectives.

Desired:
- Lead ability to assign, guide, coach and train one or more teammates while performing similar work.
- Generalist experience consulting on a variety of HR functions including but not limited to classification, compensation, recruitment, selection, training and development, corrective/disciplinary action.
- Proven ability to deliver training courses.
- Certification as a Professional in Human Resources, or Senior Professional in Human Resources is a plus.

Compensation

This position is in general government service. Monthly compensation is $3,484 – $4,460 depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, 401K, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage.

Application Procedure

Electronic submissions is preferred. E-mail will be used as the primary communication medium throughout this recruitment.

Initial screening will be based on all of the application materials requested. Please send the following materials to: HRrecruit@dol.wa.gov and indicate in the subject line of your e-mail: 05-109G HRC3.

- A **Washington State job application**
- A letter of interest specifically describing how your knowledge, skills and abilities relate to the criteria outlined in this announcement and how you became aware of this opportunity.
- A list of three professional references with current telephone numbers.

Note: The candidate pool certified for this recruitment may be used for future similar positions.

Or mail to:

Human Resources Office
Attn: Recruitment 05-97G HRCA
Department of Licensing
PO Box 6007
Olympia, Washington 98507-6007

Prior to any new appointment into the Department of Licensing, a background check will be conducted.

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.